United Nations ST/IC/2001/37

Secretariat

21 May 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in April 2001.

* Expiration date of the present information circular: 31 December 2001.

01-38055 (E) 240501

Annex

Placement and promotion
1 to 30 April 2001

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Vacancy number*
Promotion					
Petursson, Sverrir[a]	M	DM/OCSS	DM/OCSS	TC-6	00-G-OCS-954-TC6
Lim, Susana	F	DPA	DPA	G-5	01-G-DPA-1651-G5
Smith, Maria Teresa	F	OCHA	OCHA	G-5	00-G-CHA-1396-G5
Hansen, Ann	F	DM	DM	G-6	00-G-DOM-1089-G6
Hugo-Reyes, Noemi	F	DPI	DPI	G-6	[b]
Kabbaj, Katima	F	DPI	DPI	G-6	[b]
Martinez, Isabelle	F	DGAACS	DGAACS	G-6	01-G-DGA-1677-G6
Paulino, Gloria	F	DM/OCSS	DM/OCSS	G-6	[b]
Thawer, Shenaz	F	UNMOVIC	UNMOVIC	G-6	00-G-VIC-1427-G6
Topacio-Bernales, Roberta	F	DPI	DPI	G-6	[b]
Busmente-Jackler, Ma. Teresita	F	OLA	DM/OHRM	G-7	00-G-HRM-1498-G7
Svardendahl, Marie-Louise	F	DM/OCSS	DM/OCSS	G-7	[b]

[a] The Secretary-General approved the placement of the staff member against the post at his current level; the promotion of the staff member will be implemented when he has reached the established seniority in grade for accelerated promotion to the higher level.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

United Nations ST/IC/2001/38

Secretariat

21 May 2001

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the twenty-fifth special session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the twenty-fifth special session of the General Assembly, to be held from 6 to 8 June 2001.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations grounds pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of the Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their grounds passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5 p.m.

* Expiration date of the present circular: 30 June 2001.

01-38073 (E) 240501

Access through the delegates' entrance

3. During the twenty-fifth special session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Pass and Identification Office, UNITAR Building

4. The Pass and Identification Office is located in the UNITAR Building, 801 United Nations Plaza, corner of 45th Street and First Avenue. For the special session, staff members and members of delegations are advised that the days and hours of operation will be:

Monday and Tuesday, 4 and 5 June 2001	9 a.m.-5 p.m.
Wednesday, 6 June 2001	8 a.m.-5 p.m.
Thursday, 7 June 2001	9 a.m.-5 p.m.
Friday, 8 June 2001	9 a.m.-5 p.m.

Special session accreditation facility, North Garden

5. A temporary centre for media (tel. 963-7164 or 5934) and non-governmental organizations (tel. 917-367-2170 or 2171) accreditation and a satellite Pass and Identification Office (tel. 963-2666 or 4237) will be in temporary facilities located in the North Garden. Access will be the entrance at 47th Street and First Avenue. For the special session, members of the media and representatives of non-governmental organizations are advised that the days and hours of operation for each office in the temporary centre are as follows:

Non-governmental organization facility

Monday, 4 June and Tuesday, 5 June 2001	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Wednesday, 6 June 2001	8 a.m.-1 p.m. and 2 p.m.-5 p.m.
Thursday, 7 June 2001	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Friday, 8 June 2001	9 a.m.-1 p.m.

Media facility

Monday, 4 June 2001	8 a.m.-1 p.m. and 2 p.m.-5 p.m.
Tuesday, 5 June to Friday, 8 June 2001	9 a.m.- 1 p.m. and 2 p.m.-5 p.m.

Satellite Pass and Identification facility

Monday, 4 June and Tuesday, 5 June 2001	9 a.m.-5 p.m.
Wednesday, 6 June 2001	8 a.m.-5 p.m.
Thursday, 7 June 2001	9 a.m.-5 p.m.
Friday, 8 June 2001	9 a.m.-1 p.m.

Access for members of non-governmental organizations

6. All members of non-governmental organizations with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

7. Members of non-governmental organizations who are accredited and registered to attend the twenty-fifth special session will be issued a United Nations identification card (Polaroid pass) for the period 6-8 June 2001. Members of non-governmental organizations with valid United Nations identification cards (Polaroid passes) will be admitted through the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Children under 14 years of age will not be allowed on United Nations premises during the special session. Children 14 years of age or older may access the premises provided they are already pre-registered as representatives of a non-governmental organization and are in possession of a United Nations identification card (Polaroid pass).

Access to plenary meetings

8. The entire 2nd floor of the General Assembly and Conference Buildings will be designated a restricted area. Entry to the area will require a secondary pass that allows the bearer beyond the security checkpoints.

9. Representatives of non-governmental organizations in possession of a valid United Nations grounds pass or identification card will be admitted to observe the debate from the 4th floor balcony of the General Assembly Hall during the six plenary meetings.

Access to the Ad Hoc Committee of the Whole and Thematic Committee

10. Access of non-governmental organizations to the Ad Hoc Committee of the Whole and Thematic Committee will be based on the practice of the Main Committees of the General Assembly and the Commission on Human Settlements. Representatives of non-governmental organizations may observe the work of the Ad Hoc Committee of the Whole from the gallery of Conference Room 2, which accommodates approximately 200 persons. Access to the gallery will be gained from the 1st floor of the Conference Building. Seating will be on a first-come-first-served basis. Representatives of non-governmental organizations will not be permitted on the floor of Conference Room 2. The Thematic Committee will convene in Conference Room 4. Representatives of non-governmental organizations will be admitted into Conference Room 4 at the gallery level from the General Assembly lobby. These restrictions will not apply to representatives of non-governmental organizations who have been included in the list of speakers. In both the Ad Hoc Committee of the Whole and in the Thematic Committee, non-governmental organizations included on the speakers list will be seated in an area reserved for them.

Working space for participating non-governmental organizations

11. Conference Room D has been allocated to non-governmental organizations for their meetings and office space. The administration and scheduling of this room will be handled by the NGO Committee on Human Settlements. Non-governmental

organizations are required to be in possession of a valid United Nations grounds pass or identification card to be admitted into Conference Room D.

Access for members of the information media

12. Members of the media with valid United Nations grounds passes must use the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Resident correspondents are exempt from screening through metal detectors and may enter via the 42nd Street entrance. They will be permitted seating in the 4th floor balcony of the General Assembly Hall.

Access for interns

13. Interns with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue, or through the Secretariat entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. To the extent that space is available, interns will be permitted seating in the visitors' gallery of the General Assembly Hall, the Council Chambers or the Conference Rooms.

Access to restricted areas

14. The 2nd floor of both the General Assembly and the Conference Buildings is reserved for members of delegations, staff conducting official business in the area and, in accordance with established procedures, accredited members of the information media. In all cases, valid United Nations identification will be required.

15. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the twenty-fifth special session of the General Assembly, together with a United Nations grounds pass. All passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

16. The South Lounge area on the 2nd floor of the Conference Building, excluding the adjoining Security Council lounge, is open to staff members when the Security Council is not in session.

17. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall, Council Chambers and Conference Rooms upon presentation of their United Nations grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

18. Staff members are reminded of existing security arrangements, under which all visitors on official business (maximum of 5) or invited guests, including family members (maximum of 3), must enter through the visitors' entrance at 46th Street, and pass through a magnetometer, prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass will be issued. Visitors and guests must be escorted by a staff member at all times while in United Nations buildings. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security

officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

19. During the twenty-fifth special session, staff are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

20. During the period from 6 to 8 June 2001, the buildings will be open to the general public and guided tours will be conducted; however, the United Nations garden will be closed to the public.

Traffic in the Secretariat circle

21. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives or observers to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

22. Parking for staff members in the garage will be limited to those staff members in possession of a valid parking permit. Staff members must ensure that parking permits are prominently displayed and readily visible to security officers at entry points while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

23. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. The down ramp access to the garage located in the Secretariat circle will be closed due to construction throughout the period of the special session. Access to the garage can be gained by using the down ramp located at the north end of the Delegates' Entrance roadway. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

24. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

25. The hours of service for the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. The Ex-press Bar on the 3rd floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

26. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the 4th floor, the Vendery on the 3rd floor of the General Assembly Building, the coffee shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the 3rd floor of the UNDC-1 Building and the cafeteria located on the 1st floor of UNICEF House.

27. The hours of operation of the various facilities during the twenty-third special session of the General Assembly will be as follows:

6-8 June 2001

Cafeteria (Secretariat Building, 1st floor)

Monday-Friday	8 a.m.-8.30 p.m.

Staff Café (Conference Building, 4th floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, 3rd floor)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, 2nd floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, 4th floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee shop (General Assembly Building concourse, first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	9 a.m.-6 p.m.

UNDC-1 cafeteria, 3rd floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, 1st floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5 p.m.